

## **Town of North Hampton, N.H.**

### **Request for Qualifications**

#### **Professional Engineering Services**

The Town of North Hampton, New Hampshire is herein requesting qualifications for professional services for surveying, engineering and landscape architecture, in compliance with RSA 21-I:22, for the subsequent construction of a sidewalk along N.H. 111 (aka Atlantic Avenue) from the North Hampton School to the Town Library in accordance with the requirements of the Transportation Enhancement (TE) Program of NH DOT.

This project is will be managed by the Town of North Hampton. The pedestrian sidewalk segment totals approximately 1,000 feet.

Selection of the Consultant shall be based on the following:

- A. Qualifications of the project team;
- B. Experience with similar type projects that the firm has designed and implemented;
- C. Experience with NH DOT funded projects;
- D. Familiarity and understanding of the project;
- E. Project approach;
- F. Ability to meet the proposed and/or required project schedule;
- G. Familiarity with applicable Federal and State regulations;
- H. Familiarity with NH DOT manual and guidelines for Municipal Management of CMAQ and TE projects;
- I. Possession of a satisfactory record of performance;
- J. The Consultant shall be required to have a minimum of one licensed Professional Engineer on staff in the branch classification of Civil Engineer, and one licensed Land Surveyor, each registered with the State of New Hampshire.

The surveying and engineering responsibilities include, but are not limited to:

- 1. Preliminary design services including, but not limited to, survey, right-of-way plans, proposed layout, and participating in appropriate public meetings;
- 2. Final design services including preparing the final plans and profiles, obtaining the necessary and appropriate permits, estimation of construction costs, contract and bid documents, and assisting with the bidding process.
- 3. Assist the Town with meeting all applicable State and Federal requirements and providing all required documentation to NH DOT for review and approval.
- 4. Compliance with the NH DOT Manual for TE and CMAQ projects and any requirements specifically applicable to Transportation Enhancement Funding.
- 5. Construction inspection services, as required.

The Town of North Hampton, New Hampshire proposes to begin the surveying and engineering within 30 days after selection of the consultant, with the goal of having the construction completed by late 2008.

Include the following information in the Statement of Qualifications:

- Name, address, brief history and description of firm.
- Resumes of key personnel to be assigned to this project.
- Related projects / area of expertise / and experience.
- Description of other projects designed which are similar to this project.
- Include relevant reference contact information.
- Description of budgeting, cost and quality control procedures (from similar type projects.
- Brief description of the firms approach to planning, designing and implementing the project.
- The consultant is invited to include other appropriate information which may be useful.

The Town of North Hampton is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, creed, age, sex, or national origin.

Upon receipt of the qualification statements, the review committee will shortlist the firms and interviews will be conducted. The firms will be rated and the Town will negotiate with the top rated firm for a fee proposal for the professional engineering services. If not mutually agreeable, the Town will entertain a fee proposal from the second rated firm and so on, until an agreement is reached.

A tour of the site will be arranged for the firms selected for interviews. Interested Consultants shall submit their Statement of Qualifications to the Town Administrator's office, 233 Atlantic Avenue, North Hampton, New Hampshire 03862-0710 until 2:00pm. prevailing time, November 1, 2007. Provide five (5) copies of the qualification package, and please limit the submittal package to a maximum of 50 pages. RFQ's received after the due date and time will be returned unopened.

Town Administrator  
North Hampton, New Hampshire

October 9, 2007  
State # 14820  
Federal # X-A000(548)